

BLiSC Medical Checkup Standard Operating Procedure (SOP)

The prime beneficiaries are Permanent Faculty and Staff members:

1. Notification

- The BLiSC administration will notify you via email or designated communication channel about your upcoming medical checkup.

2. Pre-Checkup Consultation

- All BLiSC staff are required to visit the Chief Medical Officer (CMO), Dr. Dayanand, for an initial consultation.
- During this consultation, Dr. Dayanand will review your medical history (if any) and current age.
- Based on this information, Dr. Dayanand will prescribe a set of medical tests tailored to your individual needs.

3. Scheduling the Checkup

- Once you have received your prescription from Dr. Dayanand, you will need to forward a scanned copy to the BLiSC administration.
- The administration will then use this information to schedule your checkup appointment at the designated hospital for your institute:
 - NCBS - Aster Hospital
 - inStem - Baptist Hospital
 - TIGS - All staff are covered under Group Insurance Medical Coverage and TIGS does not conduct mandatory medical checkup for staff
 - CCAMP - CCAMP does not conduct mandatory medical checkups for staff.

4. Checkup Day

- Proceed to the scheduled hospital on the designated date and time for your checkup.
- You will undergo the tests prescribed by Dr. Dayanand.

5. Optional Consultant Visit (During Checkup)

- Dr. Dayanand may recommend consulting a specialist during your hospital visit.
- This consultation is optional but can be beneficial if you have any specific concerns.

6. Collecting Reports

- After completing the checkup, collect all medical reports from the hospital.
- **Note:** Radiology reports may take a few days to be finalized and may be sent to you separately.

7. Post-Checkup Consultation with CMO

- Upon receiving all your medical reports, visit the campus health center and present them to Dr. Dayanand.
- Dr. Dayanand will review your reports and provide you with personalized medical advice and prescriptions based on the findings.
- If you opted for a consultant visit during the checkup, Dr. Dayanand will also review and clear their prescription for reimbursement at this time.

8. Completion and Follow-up

- Inform the BLiSC administration that you have completed your medical checkup.
- With this, your BLiSC medical checkup for the year is complete.
- By following these guidelines, you can ensure a smooth and efficient medical checkup process.

9. Well-being

- We encourage you to maintain a healthy lifestyle throughout the year.
- This SOP ensures you receive a comprehensive medical checkup annually to monitor your well-being.